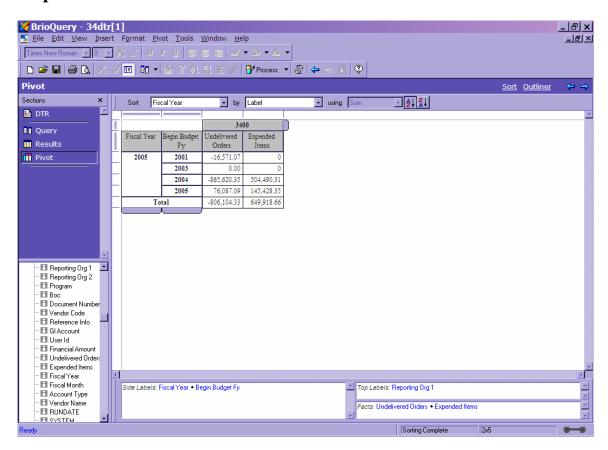
# HOW TO DRILL INTO DATA IN THE PIVOT SECTION

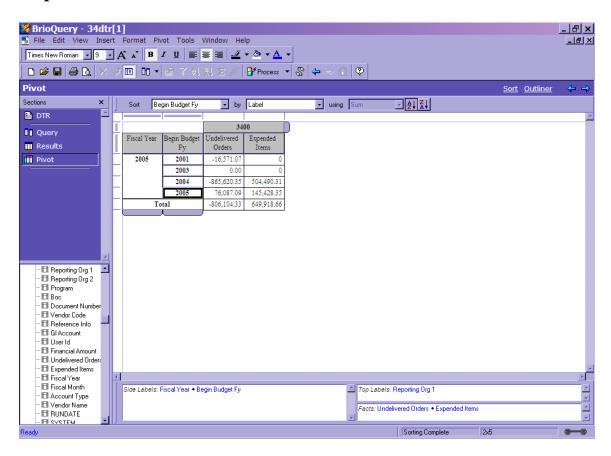
- Drilling only works in the pivot section.
- You can only drill data that is included the results section of the report. If the data is not available in the results, you will need to modify the query section to bring in the data you want.
- Remember Summary level reports will only narrow the data by BOC, detailed information must come from the detail reports.

# Step 1:



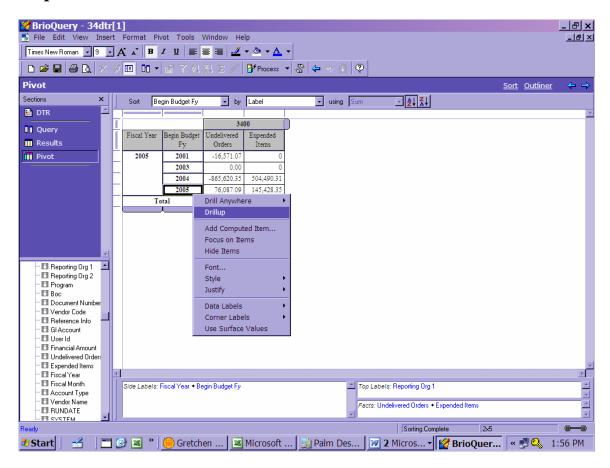
1. Create a pivot based off a report you have processed. In this example, the DTR was used.

# **Step 2:**



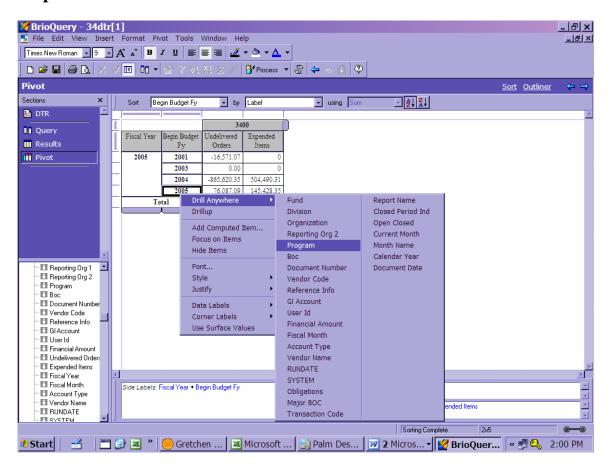
2. Make sure you are in a pivot then **<click>** on a field that you want to drill into, in this example it is BFY 2005 and then **right <click>**.

# **Step 3:**



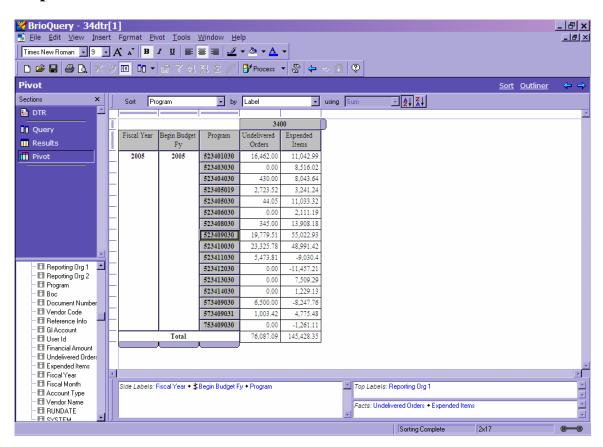
3. When you right <click> a menu will appear, the two fields you will be interested in is the **Drill Anywhere** and the **Drill up**. <**Click>** on **Drill Anywhere**.

### Step 4:



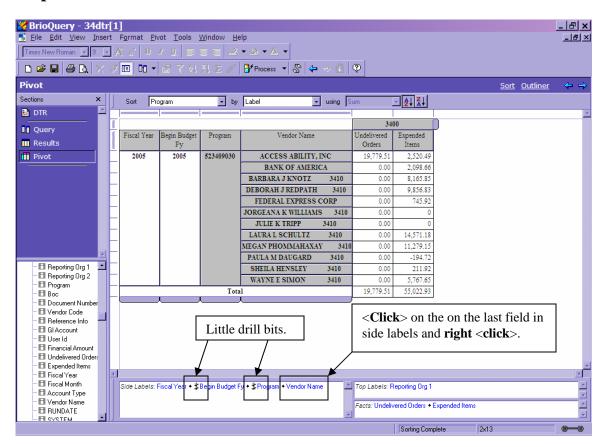
4. By **<clicking>** on any of the **fields** under **Drill Anywhere**, you can get more information in what makes up the numbers in BFY 2005. In this example we will drill down by program.

# **Step 5:**



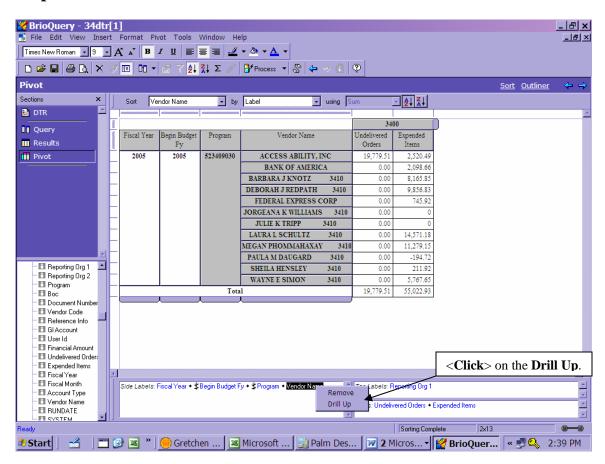
5. The data has now been split out by Program Code. Lets see what vendors make up program code 523409030. First **<click>** on the **program code** you want to drill into, then **right <click>** and go to **Drill Anywhere** and then **Vendor Name**.

#### Step 6:



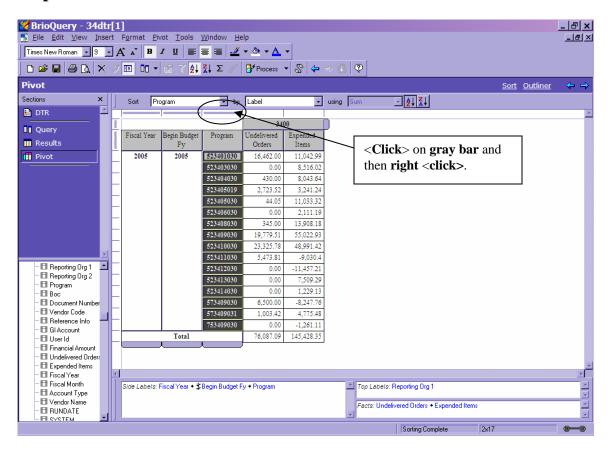
- 6. The pivot now shows just the one program code, 523409030, and the vendor names that were paid. You can continue drilling down using the above steps or if you are done, you can drill back up.
- The side labels will show tiny drill bits, this lets you know the data has been drilled into. **Click**> on the last item in the side label which will not have a drill bit in front of it and then **right**<**click**> to drill back up to a previous level.

# **Step 7:**



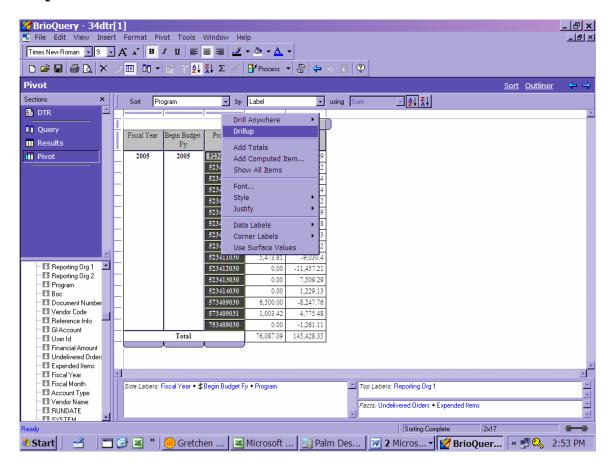
7. A small menu is now available, <click> the **Drill up** option.

# **Step 8:**



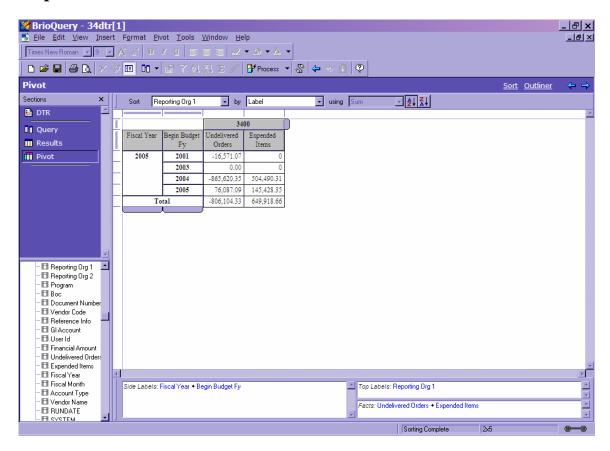
8. The other way to drill up is to **<click>** on the **gray bar** above the column you drilled into. Then Right **<click>** on the **gray bar**.

# Step 9:



9. **Click**> on **Drillup**.

# **Step 10:**



10. The pivot is back to the original format. You can now drill back down into the data using the same or different information.